



Department of Corrections
INFORMATIONAL BULLETIN

Subject: ANNOUNCEMENT OF NEW
CDC FORM 1894, EXCHANGE
OF DAYS OFF-SHIFT
ASSIGNMENT (MUTUAL
SWAP) FORM

Number:

00/03

Date Issued:

January 24, 2000

Cancelled Effective:

The purpose of this Informational Bulletin is to officially announce the California Department of Corrections' (CDC) Form 1894, Exchange of Days Off – Shift Assignment (Mutual Swap) form.

The CDC and the California Correctional Peace Officers Association have agreed upon this form pursuant to the Bargaining Unit 6 Memorandum of Understanding, Section 11.04, which requires a supervisor denying a swap to state the reason for the denial on the written request. To facilitate this, and the mutual swap process, the new form is to be used by all institutions/regions.

The CDC Form 1894 (1/00) can be ordered from Prison Industry Authority on a CDC Form 1853. The CDC Form 1894 is printed on 8 ½" x 11", one-sided, four-part NCR paper in quantities of 125 sets or more.

Please inform all persons concerned of the contents of this bulletin and direct any inquiries to Edward S. Alameida, Jr., Assistant Deputy Director (A), Institutions Division at (916) 322-7595 or CALNET 492-7595.

G. BONNIE GARIBAY, Chief
Regulation and Policy Management Branch
Legal Affairs Division

Attachment